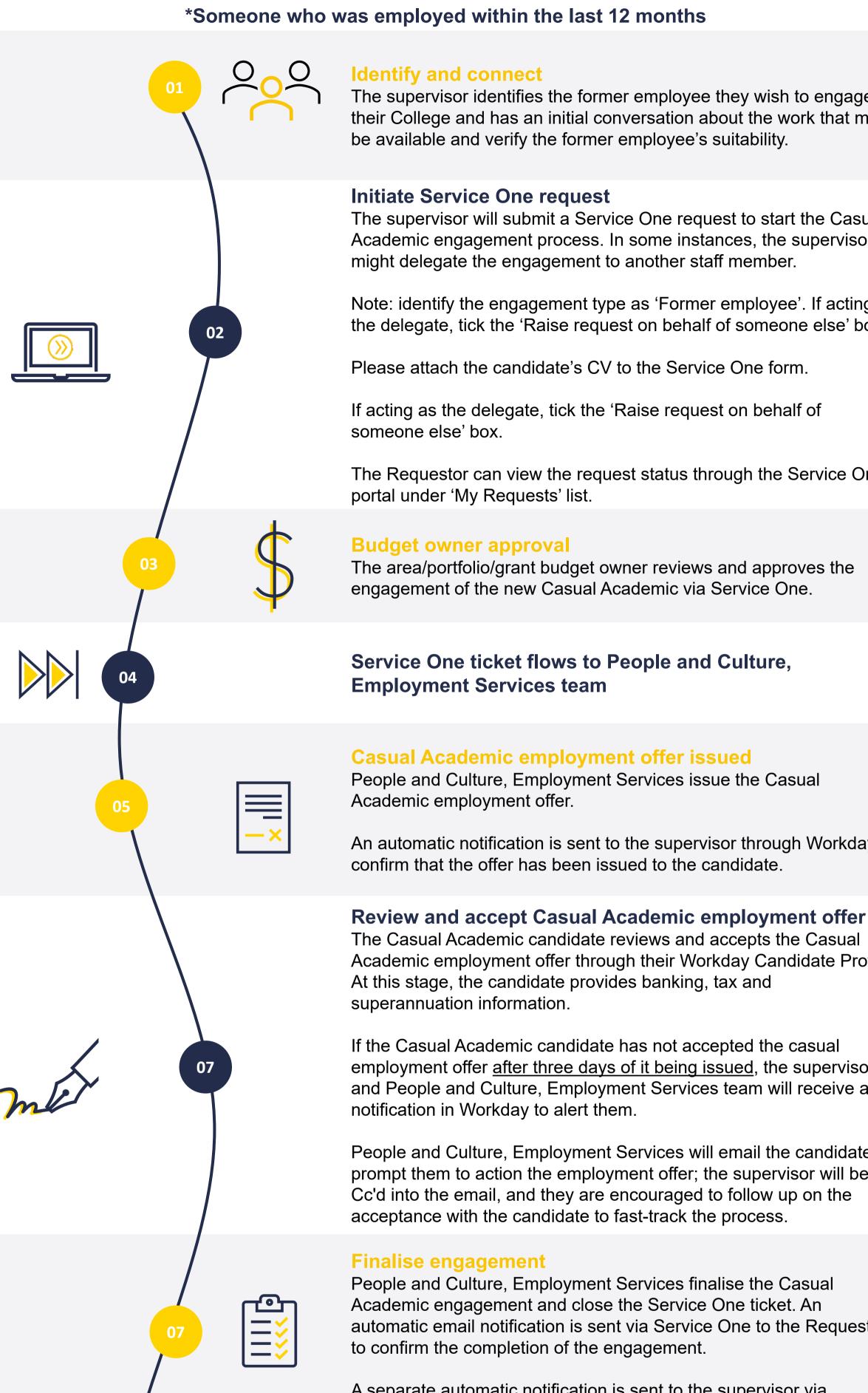
How to engage a former* employee as a Casual Academic Research/FHMRI Sleep **Health/Portfolios**



The supervisor identifies the former employee they wish to engage in their College and has an initial conversation about the work that may

The supervisor will submit a Service One request to start the Casual Academic engagement process. In some instances, the supervisor

Note: identify the engagement type as 'Former employee'. If acting as the delegate, tick the 'Raise request on behalf of someone else' box.

The Requestor can view the request status through the Service One

An automatic notification is sent to the supervisor through Workday to

The Casual Academic candidate reviews and accepts the Casual Academic employment offer through their Workday Candidate Profile.

If the Casual Academic candidate has not accepted the casual employment offer after three days of it being issued, the supervisor and People and Culture, Employment Services team will receive a

People and Culture, Employment Services will email the candidate to prompt them to action the employment offer; the supervisor will be Cc'd into the email, and they are encouraged to follow up on the

People and Culture, Employment Services finalise the Casual automatic email notification is sent via Service One to the Requestor

A separate automatic notification is sent to the supervisor via Workday to confirm that the casual has been hired.

Casual available on the Casual Academic Scheduling and Payments (CASP application)

Once the new Casual Academic activates their Flinders Authentication Number (FAN), they will gain access to Flinders University systems, including the CASP app on their OKTA dashboard for submitting timesheets when required.

*Click here for information on Casual Academic timesheets and payment.



Now the Casual Academic Research/FHMRI Sleep Health/Portfolios can start working and submit timesheets when required.